

# Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

OST 1320.4B

8-4-78

**SUBJECT:** DISTRIBUTION REPRESENTATIVES

1. PURPOSE. This Order requires the designation of a Distribution Representative in each Director's Office of the Office of the Secretary (OST)..
2. CANCELLATION. ~~OST 1320.4A~~, Distribution Representatives of 2/4/70..
3. BACKGROUND. Printed material received from the Distribution Operations Unit, in the OST Office of Administrative Operations, should be keyed to the function of the receiving organization. To assure the receipt of relevant material it is necessary to keep the Distribution Requirements Section, in the OST Office of Administrative Operations, informed of current needs. This liaison is accomplished by the Distribution Representative in each Director's Office through the OST Distribution Control Officer, M-482, in the OST Office of Administrative Operations.
4. ACTION REQUIRED.
  - a. Each Office Director will designate a Distribution Representative and inform the OST Distribution Control Officer, M-482, of the designation and any subsequent changes to it.
  - b. Each Office Distribution Representative will:
    - (1) Prepare distribution forms, recommendations, and instructions to establish, change, or cancel distribution lists, and to establish or change copy requirements for components of their organizations.
    - (2) Conduct annual canvasses of special and/or external lists as instructed;
    - (3) Prepare and submit requests for distribution; and
    - (4) Recommend initial stock levels and reorder points for publications to be stocked for subsequent distribution.

**DISTRIBUTION:** All Secretarial Offices  
All Operating Administrations (info)  
National Transportation Safety Board (info)

**OP:** Office of  
Administrative  
Operations

- c. Volume requirements, cancellations and changes in routing symbols will be sent to the Distribution Requirements Section through the **OST** Distribution Control Officer.

5. EFFECTIVE DATE. This Order is effective **30** days after date of issue.

FOR THE SECRETARY OF TRANSPORTATION:



**R. J. Alfultis**  
For the Assistant Secretary  
for Administration